



## Job Aid:

### Locate a Grant Posting in COMMBUYS Part 1

#### This Job Aid shows how to:

- Locate a Grant Posting
- Read a Grant Posting
- Additional resources (registration, other job aids)

#### Of Special Note:

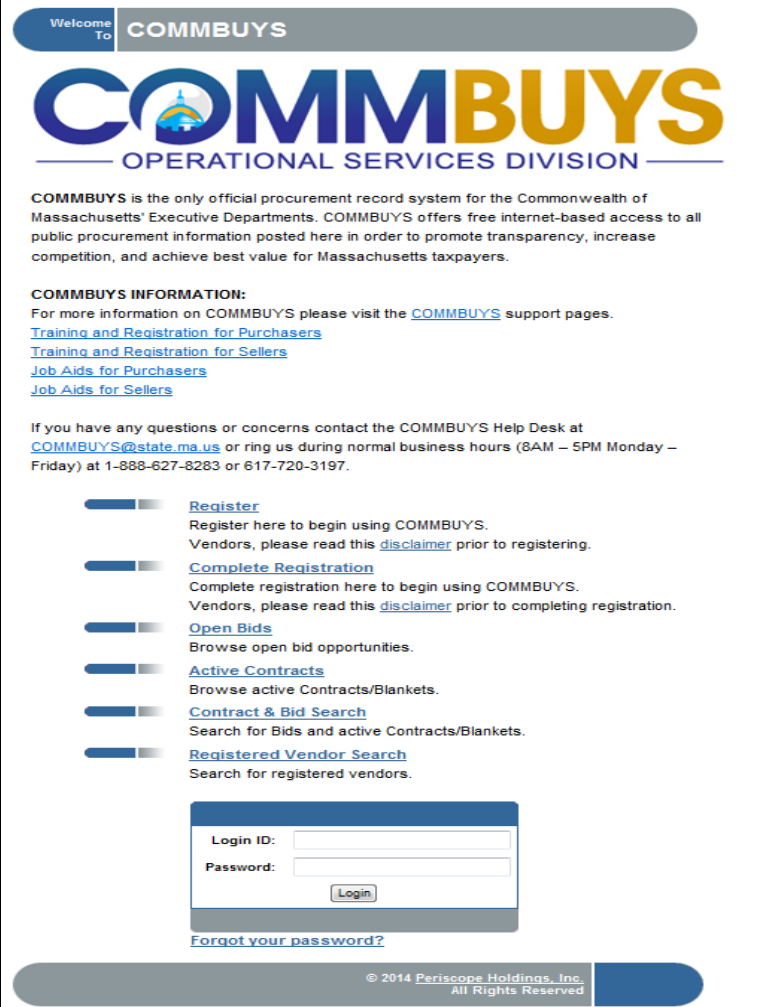
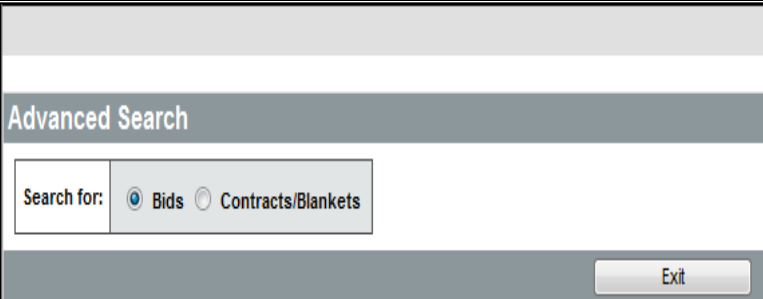
*All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Sub-grants and Subsidies as well as the [Office of the Comptroller's policy on State Grants, Federal Sub-Grants, and Subsidies](#). Departments must use COMMBUYS to publicly post the availability of a discretionary Grant or Grant Program and publish the results of grantee selections. Use of COMMBUYS to receive electronic quotes for grant opportunities is optional; however, state agencies are encouraged to require grantees to register and submit quotes (applications) through COMMBUYS, which provides a central repository for receipt of electronic applications. As more grantees use COMMBUYS to identify grant opportunities, they will have a single location to apply for grants from multiple state agencies, resulting in efficiencies for both the grantees and the state agencies.*

This job aid provides instructions for searching the COMMBUYS Market Center for potential grant opportunities from a public view. You do not have to be registered to navigate and download applications from the COMMBUYS system. However, if you find a grant opportunity of interest that requires online submission, you must register as a COMMBUYS Vendor in order to create and submit a response. Many grant recipients are municipalities, who may already have a buyer account. A vendor account is required to respond. For questions concerning information required to set up a Vendor Profile in COMMBUYS, please consult your business office or legal department.

Use the job aid "NEW Vendor Registration" for instructions on how to register in the COMMBUYS Market Center and use the job aid "Locate a Grant Posting and Create a Response" to submit your grant application quote response.

## Job Aid:

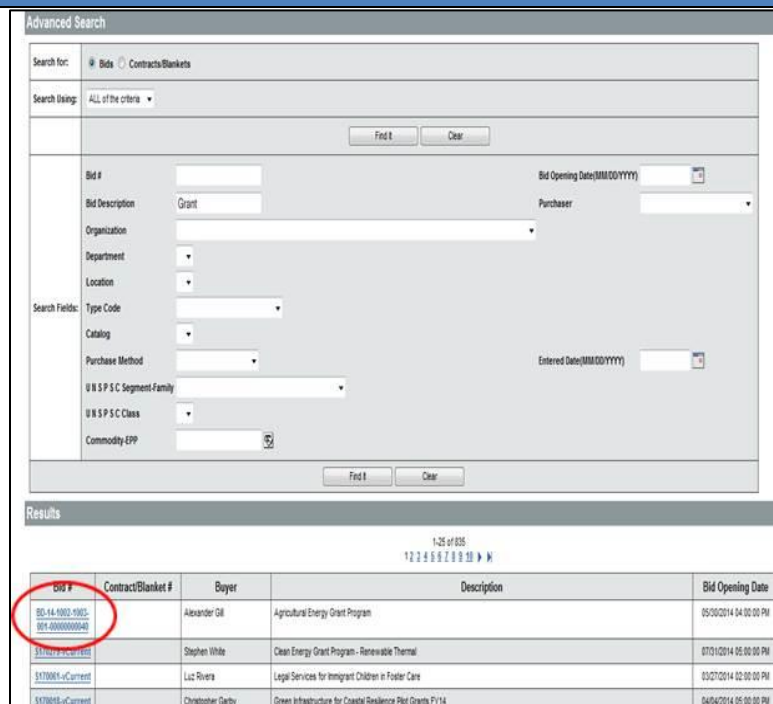
### Locate a Grant Posting in COMMBUYS Part 1

Screenshot	Directions
	<p><b>Step 1</b></p> <p>Launch the COMMBUYS website by entering the <a href="http://www.commbuys.com">URL</a> <a href="http://www.commbuys.com">www.commbuys.com</a>, into the web browser.</p> <p>Select the <b>Contract &amp; Bid Search</b> Link</p>
	<p><b>Step 2</b></p> <p>Select the <b>Bids</b> indicator.</p>

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#### Screenshot



Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date
885-14-1002-1002- 901-40000000040		Alexander Gil	Agricultural Energy Grant Program	05/06/2014 04:00:00 PM
817001-Current		Stephen White	Clean Energy Grant Program- Renewable Thermal	07/31/2014 05:00:00 PM
8170001-Current		Luz Rivera	Legal Services for Immigrant Children in Foster Care	03/27/2014 02:00:00 PM
8170010-Current		Christopher Garby	Green Infrastructure for Coastal Resilience Pilot Grants FY14	04/04/2014 05:00:00 PM

#### Directions

##### Step 3.

There are a number of ways to search for Grant Opportunities.

- **Bid #** - entering any part of the bid number will bring you directly to the grant opportunity
- **Bid Description** – use the word “grant” to search for grant opportunities that have used “grant” as part of their description (*this may result in a high volume search results display, use with another search type to narrow down results*).
- **Bid Opening** – use the calendar to display grant opportunities by bid close date
- **Organization/Department** – select an organization or department to search specific grant opportunities, organized by COMMBUYS ID number
- **UNSPSC** - select a code to narrow search by commodity/service code only (use the [COMMBUYS UNSPSC Overview for Buyers](#) webcast to help identify the best code)
- **NEW UNSPSC Grant Opportunity Code.** Use in addition to Commodity Service Code Search, to insure you are connected to all Grant opportunities. Select the new Grant Opportunity Code (00-00) from the UNSPSC Segment/Family Dropdown Box. It will be first on the list and the Class Code (00) from the UNSPSC Class Code Dropdown Box.
- **Entered Date** – use the calendar to display grant opportunities by the date entered into the system

Select the **Bid Link** from the search results of the bid/grant application you would like to view.



OPERATIONAL SERVICES DIVISION

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#### Screenshot

Bid Solicitation: BD-14-1002-1003-001-0000000040

**Header Information**

Bid Number:	BD-14-1002-1003-001-0000000040	Description:	Agricultural Energy Grant Program	Bid Opening Date:	05/30/2014 04:00:00 PM
Purchaser:	Alexander Gill	Organization:	Department of Agricultural Resources		
Department:	1003 - MDAR Administration	Location:	001 - Administration		
Fiscal Year:	14	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:	05/30/2014	Available Date:	04/31/2014 04:20:00 PM
Info Contact:	Alexander Gill-Grants Manager	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship to Address:

Alexander Gill  
251 Causeway Street  
Suite 500  
Boston, MA 02188  
US  
Email: [alexander.gill@state.ma.us](mailto:alexander.gill@state.ma.us)  
Phone: (617)626-1765

Bill to Address:

Alexander Gill  
251 Causeway Street  
Suite 500  
Boston, MA 02188  
US  
Email: [alexander.gill@state.ma.us](mailto:alexander.gill@state.ma.us)  
Phone: (617)626-1765

Print Format:

File Attachments:

[Agricultural Energy Grant RFB](#)

Form Attachments:

#### Directions

##### Step 4

If electronic response is indicated on the Header Information as **Yes** you must create a response online. A COMMBUYS Vendor account is required to create/submit your grant application response.

If NO is indicated be sure to read the submission instructions included in the grant application attachment.

**Item Information**

Item # 1: (70-14 - 00) The Massachusetts Department of Agricultural Resources ("MDAR" or "Department") requests Massachusetts agricultural operations to submit proposals seeking funding for agricultural energy projects in an effort to improve energy efficiency and to facilitate adoption of alternative clean energy technologies. By implementing these projects agricultural operations can become more sustainable and the Commonwealth can maximize the environmental and economic benefits from these technologies. Reimbursement grants of up to \$20,000.00 will be awarded on a competitive basis. All projects must be completed by June 30, 2015 and all reimbursements are subject to Department funding sources. Satisfactory receipts for costs of approved practices must be submitted to MDAR and approved prior to any reimbursement. NOTE: all funding is subject to appropriation.

UNSPSC Code: 70-14-00  
Crop production and management and protection

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Make:

Packaging:

Exit

##### Step 5

The next section of the Bid document is the Item Information.

Item information may provide the grantee with special instructions, restrictions, or information related to the grant application process. Be sure to read the posting in its entirety.

Bid Solicitation: BD-15-1002-1003-001-00000001084

**Header Information**

Bid Number:	BD-15-1002-1003-001-00000001084	Description:	Buy Local Grant Program FY15	Bid Opening Date:	
Purchaser:	Alexander Gill	Organization:	Department of Agricultural Resources		
Department:	1003 - MDAR Administration	Location:	001 - Administration		
Fiscal Year:	15	Type Code:		Allow Electronic Quote:	
Alternate Id:		Required Date:		Available Date:	
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

The Massachusetts Department of Agricultural Resources is soliciting marketing proposals from non-profit organizations experienced with local agriculture to establish Massachusetts and/or to enhance the buy local efforts in western, northeastern and southern Massachusetts.

Ship to Address:

Alexander Gill  
251 Causeway Street  
Suite 500  
Boston, MA 02114  
US  
Email: [alexander.gill@state.ma.us](mailto:alexander.gill@state.ma.us)  
Phone: (617)626-1765

Bill to Address:

Alexander Gill  
251 Causeway Street  
Suite 500  
Boston, MA 02114  
US  
Email: [alexander.gill@state.ma.us](mailto:alexander.gill@state.ma.us)  
Phone: (617)626-1765

Print Format:

File Attachments:

[AGR-BUYLOCAL-2015](#)

Form Attachments:

Amendments:

Amendment #	Amendment Date
1	07/31/2014 0

**Item Information**

Item # 1: (21-10 - 00) The Department is soliciting proposals for agricultural and forestry and landscape machinery and equipment which submit proposals under this RFP.

UNSPSC Code: 21-10-00  
Agricultural and forestry and landscape machinery and equipm

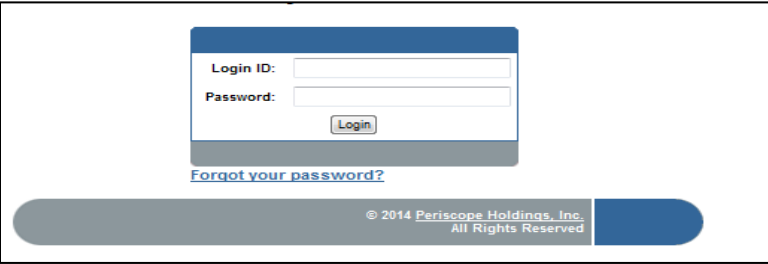
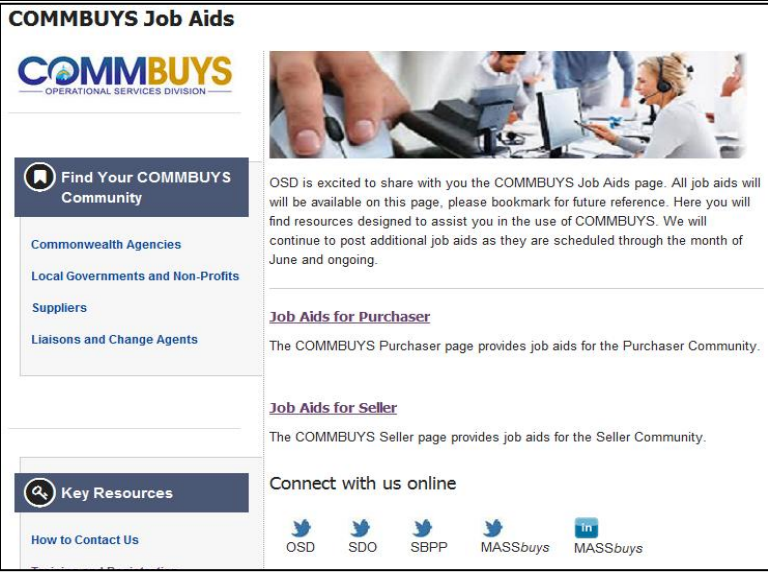
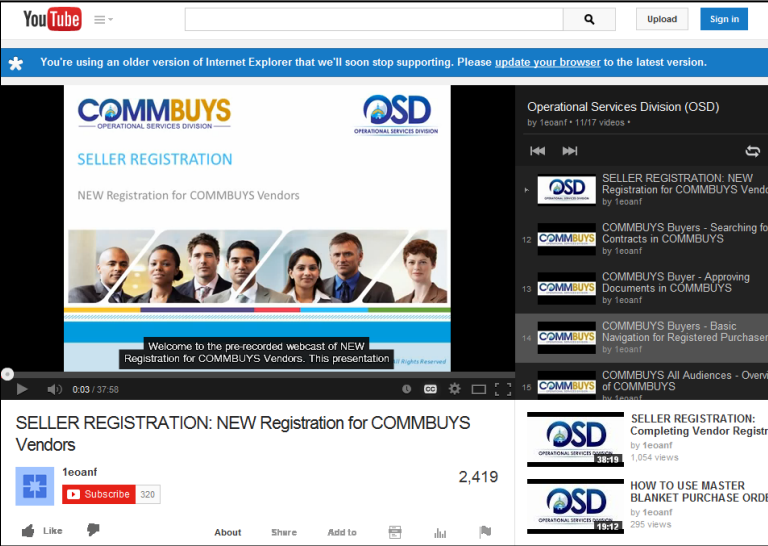
Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount
1.0		EA - Each			

##### Step 6

Review the posting and download any attachments as needed for your response.

## Job Aid:

### Locate a Grant Posting in COMMBUYS Part 1

Screenshot	Directions
	<p><b>Step 7</b></p> <p>If you are ready to respond via electronic quote submission, return to the COMMBUYS landing page.</p> <p>Log in to your COMMBUYS Vendor Account to get started. See the <a href="#">job aid</a> “Locate a Grant Opportunity and Submit a Quote in COMMBUYS” for more instructions.</p>
	<p><b>Step 8</b></p> <p>Additional job aids can be found online in the COMMBUYS Resource Center.</p> <p>Go to the <a href="http://www.mass.gov/osd">OSD website</a> at <a href="http://www.mass.gov/osd">www.mass.gov/osd</a>.</p> <p>Select the <a href="#">Learn About COMMBUYS</a> link.</p> <p>Select the <a href="#">COMMBUYS Job Aids</a> link.</p> <p>Select the <a href="#">COMMBUYS Job Aids for Seller</a> Link.</p>
	<p><b>Step 9</b></p> <p>Need to Register?</p> <p>See the job aid <a href="#">“NEW Vendor Registration”</a> or view the online recorded webcast for instructions and best practices for registering as a <a href="#">NEW Vendor</a> in the COMMBUYS Market Center.</p>